

FREE FACILITIES & PROPERTY ELECTRICAL ASSET CONDITION TEMPLATE

Electrical Asset Condition Checklist

Use this 60-point checklist to assess electrical rooms and access, switchboards and panelboards, protective devices, cables and terminations, motors and drives, transformers and critical power, grounding observations, portable equipment, overheating and moisture clues, corrective work, monitoring, and final condition.

Property / building

Assessment date

Electrical asset / group

Assessor / electrical owner

Internal Facilities & Property template. Apply the controlling electrical safe-work programme, manufacturer instructions, qualified-person requirements, deenergization and lockout procedures, specialist testing requirements, engineering criteria, and local electrical regulations.

1. Assessment scope, electrical asset register, identification, voltage class, criticality, ownership, and previous defects

- 1
- Confirm the property, building, electrical room or zone, assessment date, electrical asset group, and condition-assessment scope are clearly identified.
- CRITICAL
- ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

- 2
- Verify each sampled asset can be matched to the asset register using equipment ID, location, equipment type, make or model where used, and service duty.
- CRITICAL
- ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

- 3
- Confirm nominal voltage or voltage class, source or distribution relationship, criticality, redundancy, safety significance, and service impact are recorded where applicable.
- CRITICAL
- ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

- 4
- Review previous trips, overheating observations, water-ingress events, failures, thermal findings, damaged components, temporary repairs, and open corrective work before assessment.
- CRITICAL
- ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

- 5
- Confirm electrical maintenance ownership, facilities ownership, qualified-person responsibility, and specialist contractor responsibility are defined for critical equipment.
- CRITICAL
- ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

- 6
- Record property, electrical asset or group, assessment date, assessor, electrical maintenance owner, facilities owner, previous condition grade, and next review date.
- ELECTRICAL

FINAL SCORE | Enter

QUALIFIED ACTION | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start from the current electrical asset register and one-line or asset records where available. Confirm the exact equipment, location, duty, criticality, and unresolved issues...

2. Electrical rooms, access, working space, housekeeping, illumination, storage, barriers, and environmental condition

7 Inspect access to switchboards, panelboards, distribution boards, motor control centers, disconnects, and other electrical equipment for clear and safe approach. **CRITICAL** ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

8 Confirm required electrical working areas are free from inappropriate storage, materials, waste, temporary equipment, or other obstruction. **CRITICAL** ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

9 Check room doors, locks, warning signs, restricted-access controls, barriers, and enclosures are appropriate for the location and equipment risk. **CRITICAL** ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

10 Inspect illumination, floor condition, water or condensation exposure, ceiling or pipe leakage risk, dust, pests, corrosion, and ventilation within the electrical area. **CRITICAL** ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

11 Check access doors and hinged electrical panels can open sufficiently for safe operation or maintenance within the approved site requirements. **CRITICAL** ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

12 Escalate blocked electrical access, water exposure, unsafe storage, inadequate barriers, severe contamination, or other room conditions that may compromise safe electrical maintenance. **CRITICAL** ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA requires sufficient access and working space around electrical equipment for safe operation and maintenance, and required working space is not to be used for storage.

3. Switchboards, panelboards, MCCs, distribution boards, enclosures, doors, covers, labels, and visible condition

13

Inspect switchboards, panelboards, motor control centers, distribution boards, control cabinets, and associated enclosures for external damage, corrosion, distortion, or deterioration.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

14

Check doors, hinges, latches, locks, covers, dead-fronts, blanking plates, cable-entry plates, gland plates, and external fasteners are present and secure.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

15

Verify circuit, feeder, panel, equipment, hazard, source, and asset labels are legible and consistent with current records where required.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

16

Check for heat discoloration, burned odor, soot, melted plastic, surface scorching, unusual noise, vibration, or other visible clues of internal distress.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

17

Inspect for moisture, condensation, water staining, dust accumulation, debris, pests, corrosion, damaged seals, or environmental conditions affecting the enclosure.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

18

Escalate missing covers, exposed live-part risk, severe overheating clues, water ingress, damaged enclosures, or other conditions requiring qualified electrical review.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Inspect only externally unless the assessor is qualified and the approved electrical safe-work procedure permits more. Missing covers, damaged enclosures, or overheating clues...

4. Breakers, fuses, disconnects, isolators, protective devices, operating mechanisms, and trip history

19

Inspect accessible breaker handles, fuse-switches, disconnects, isolators, switches, operating mechanisms, handles, interlocks, and external protective-device components for visible condition.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

20

Check devices are correctly identified and their operating positions, labels, covers, lock provisions, and external condition are clear and serviceable.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

21

Review repeated breaker trips, fuse operations, nuisance trips, protection alarms, failed resets, or unexplained protective-device operation for recurring condition concerns.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

22

Check for signs of overheating, arcing, carbon deposits, discoloration, melted components, loose external hardware, abnormal smell, or damaged mechanisms.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

23

Review preventive-maintenance, inspection, testing, calibration, or protection-study records where these are part of the approved electrical maintenance programme.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

24

Escalate repeated protective-device operation, failed mechanisms, damaged isolators, overheating clues, or suspected internal damage for qualified-person assessment.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
-----------------	--------------------	-------	----------	--------

Execution tip: Condition assessment can identify physical damage, repeated trip history, abnormal operation, or overdue maintenance; intrusive testing and protection settings should remain...

5. Cables, conduit, cable trays, glands, terminations, flexible connections, plugs, sockets, and insulation condition

25

Inspect visible cables, conduit, trunking, cable trays, supports, flexible connections, glands, bushings, and entry points for damage or deterioration.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

26

Check cable jackets and insulation for cuts, abrasion, cracking, crushing, heat damage, discoloration, chemical attack, UV degradation, or exposed conductors.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

27

Inspect visible plugs, sockets, industrial connectors, junction boxes, local switches, isolators, and external terminations for secure condition and damage.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

28

Check cable supports, tray covers, ties, clamps, glands, strain relief, routing, separation, and protection from sharp edges, heat, moisture, or mechanical damage.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

29

Review known hot joints, recurring termination repairs, thermal findings, cable failures, or repeated connector problems for unresolved deterioration.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

30

Escalate exposed conductors, damaged insulation, overheated connections, broken plugs or sockets, unsupported cables, water-damaged wiring, or other serious cable-condition defects.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Visible cable damage, poor support, water exposure, crushed insulation, overheating, or loose external fittings can indicate increased electrical risk and should not be normalized...

6. Motors, starters, contactors, relays, VFDs, control panels, cooling, alarms, and operating condition

31

Inspect motors, starters, contactors, relays, soft starters, variable-frequency drives, local control panels, and associated external electrical components included in scope.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

32

Check motor and drive housings, terminal boxes, covers, cooling fans, filters, vents, heat sinks, seals, cable entries, and external connections for condition.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

33

Review motor current, load, temperature, run hours, VFD faults, trip history, start behavior, abnormal noise, or other approved operating indicators where available.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

34

Check panel cooling, ventilation paths, filters, dust accumulation, moisture, corrosion, loose external fittings, and environmental exposure affecting control equipment.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

35

Review repeated starter failures, contactor replacement, drive faults, nuisance trips, motor overheating, failed cooling, or unreliable control for recurring condition concerns.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

36

Escalate overheated motors or drives, repeated trips, failed control, damaged terminal boxes, failed cooling, or other electrical asset conditions that threaten reliable service.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: Use operating history and external condition together. Repeated trips, failed fans, overheating, vibration, contaminated panels, or recurring drive alarms can signal deterioration...

7. Transformers, UPS systems, batteries, chargers, generators, emergency power, and associated electrical condition

37

Inspect accessible transformers, UPS units, batteries, chargers, generators, automatic-transfer equipment, and emergency-power electrical assets included in scope.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

38

Check enclosures, vents, cooling fans, filters, battery cabinets, terminal covers, cable entries, labels, mounts, and external surfaces for damage, corrosion, heat, or contamination.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

39

Review alarms, battery status, charger status, transfer events, runtime, temperature, load, faults, service history, or other approved condition indicators where available.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

40

Inspect for electrolyte leakage, battery swelling, corrosion, damaged terminals, loose visible connections, unusual odor, overheating, or contamination where applicable and safe to observe.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

41

Review preventive-maintenance, load-test, battery-test, generator-service, transfer-test, or specialist inspection records required by the site's programme.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

42

Escalate failed emergency power, battery damage, repeated UPS alarms, overheating, failed transfer operation, severe corrosion, or other critical power-condition defects.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
-----------------	--------------------	-------	----------	--------

Execution tip: For critical power assets, condition includes both the equipment and its ability to support the required load. Use specialist service records and testing where required.

8. Grounding and bonding observations, equipment grounding paths, visible connections, corrosion, and continuity concerns

43

Inspect visible grounding and bonding conductors, straps, jumpers, lugs, clamps, connections, and equipment-grounding interfaces associated with sampled assets.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

44

Check visible grounding or bonding connections for looseness, corrosion, broken strands, paint or contamination at connection points, physical damage, or missing hardware.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

45

Confirm enclosures, doors, removable panels, equipment frames, raceways, and other conductive parts have the intended visible bonding arrangements where applicable.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

46

Review known grounding or bonding defects, previous continuity findings, lightning or surge events, electrical faults, or repeated nuisance issues for unresolved concerns.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

47

Confirm test or verification records are available where the maintenance programme requires specialist grounding, bonding, earth-continuity, or related electrical testing.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

48

Escalate missing or damaged grounding/bonding connections, severe corrosion, broken conductors, or suspected fault-path defects for qualified electrical testing and correction.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: This checklist is for visible condition only. Verification of grounding or bonding continuity, resistance, fault paths, or test values should be completed using approved methods by...

9. Portable electrical equipment, test instruments, temporary power, extension cords, inspection status, and field condition

49

Inspect sampled portable cord-and-plug equipment, extension cords, portable lights, temporary power devices, and similar electrical equipment for external damage before use where applicable.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

50

Check plugs, pins, cord jackets, strain relief, connectors, housings, switches, guards, and flexible cords for loose parts, deformation, crushing, cuts, or insulation damage.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

51

Verify damaged portable electrical equipment or flexible cords are removed from service, clearly controlled, and routed for repair, replacement, or disposal.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

52

Inspect electrical test instruments, leads, probes, cases, fuses, accessories, and identification for visible condition and current inspection or calibration status where required.

CRITICAL

ELECTRICAL

Good

Repair / monitor

Critical

LIVE PHOTO | Add

Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

53

Confirm only appropriately qualified personnel perform electrical testing work and use the site's approved test methods, instruments, and safe-work controls.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

54

Escalate damaged portable equipment, makeshift repairs, exposed conductors, unsafe temporary power, defective test leads, or unauthorized electrical testing activity.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA requires portable cord-and-plug equipment and flexible cord sets exposed to damage to be visually inspected before use on a shift; damaged items should be removed...

10. Condition score, deenergized-work readiness, corrective actions, qualified-person review, monitoring, reinspection, and final sign-off

55

Assign a current electrical condition score using the organization's approved scale and record the physical, functional, maintenance, and reliability evidence supporting the grade.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...

56

Classify findings by electrical room or access, enclosure, protective device, cable or termination, motor or drive, critical power, grounding or bonding, portable equipment, documentation, or other approved category.

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...

57

Prioritize findings using shock or arc exposure potential, fire risk, service criticality, failure likelihood, deterioration rate, recurrence, redundancy, and repair urgency.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...

58

Create or link qualified electrical inspection, deenergized corrective maintenance, specialist testing, thermal survey, cleaning, component replacement, cable repair, monitoring, or replacement planning with named owners and due dates.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...

59

Verify significant corrective work through reinspection, updated photos, approved test results, thermal or condition evidence, restored covers and access, or qualified-person sign-off before closure.

CRITICAL

ELECTRICAL

Electrical item	Condition / result	Owner	Evidence	Action
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Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...

60

Record final electrical condition score, critical open defects, operating or access restrictions, monitoring requirements, qualified-person follow-up, repair or replacement priority, next assessment date, assessor, electrical owner, facilities owner, and...

CRITICAL

ELECTRICAL

FINAL SCORE | Enter

QUALIFIED ACTION | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: OSHA generally requires exposed live parts to be deenergized before employees work on or near them unless a specific exception applies. Use the controlling electrical...